

SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM
EXEMPT JOB DESCRIPTION

Job Title:	Pharmacist	Date: 8/05
		Reviewed by Phiggins 10/01
Reports To:	Chief Pharmacist	Grade: 24
Approval:	Director, Human Resources	Job#: 158 C

POSITION SUMMARY Staff pharmacist performs a myriad of duties, including: staffing for corporation pharmacies, filling outpatient prescriptions and counseling patients (of all ages), working on inpatient orders, filling unit dose cart, making IV's and works closely with MD's to ensure optimum drug therapy.

I. KEY RESPONSIBILITIES

- #1: (60%) Fill outpatient prescriptions and counsels patients on the use of their medications - verifies that patients understand their medications and appropriate outcomes of their drug therapy; works with MD's to ensure optimum therapy for patients. Field health support. Travels frequently to cover vacation and training time for rural health pharmacists in outpatient clinics located at Haines and Klawock Alaska.
- #2: (20%) Patient counseling - all patients receiving medications on an outpatient basis are counseled, except for village patients to whom prescriptions are mailed. (Pharmacists make a trip once yearly to their assigned village).
- #3: (15%) MD consultations - phone and verbal. Assures appropriateness of drug therapy.
- #4: (3%) Assures availability, preparation and control of medications - narcotic inventories on a rotating basis.
- #5: (3%) Provides drug information and staff education relating to drug therapy.
- #6:(2%) Provides health promotion and disease prevention activities relating to drug use and preventive drug therapy.
- #7:(2%) Performance of other assigned duties or agency - specific activities, including administrative duties. Normally exercises no supervision over other professionals - does not have supervisory authority for the support personnel.

II. REQUIRED EDUCATION, TRAINING AND EXPERIENCE

(A) What minimum level of education is ordinarily required to handle the key responsibilities of this job? Briefly state how it is used in this position.

Basic qualifying degree in Pharmacy from a college of Pharmacy accredited by the American Council of Pharmaceutical Education; i.e., BS (5 academic years). licensed as a registered pharmacist.

(B)Is a special course of training required to qualify for this job? [] Yes [x] No.

(C) What type of experience would ordinarily be required to perform in this job at a beginning level? How long would it take (minimum cumulative years in a related occupational path) to gain this experience?

1 year. (Clerkship or internship during college).

III. KNOWLEDGE, SKILL AND ABILITY

(A) Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. **DO NOT** list an employee's personal credentials

unless required by the job.

Pharmacy Degree. 1 yr. experience in a pharmacy setting.

(B) Identify the three most important applied job skills required to effectively perform in this job. (Examples: typing or computer applications skills, oral and written communication ability, math or analytical judgment skills, skill with equipment or tools, etc.)

- 1) Independent judgement - Judgement failure could seriously affect the health status of one or more individuals.
- 2) Written communication.
- 3) Oral communication.

IV. DECISION-MAKING/PROBLEM-SOLVING

(A) Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

- 1) Decisions regarding drug therapy: result in patients receiving the proper treatment, thus leaving the hospital in a timely manner.
- 2) The problem of handling a patient who is upset impacts the department and the Corporation positively (if handled well) and negatively (if handled poorly).
- 3) Resource management: the decision concerning actively promoting the formulary system impact on the fiscal health of the Corporation.

(B) Using the decisions/problems described above, identify how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

- 1) A poor decision could result in a patient becoming seriously ill. The participation in the departmental Quality Improvement program will identify the problems and offer solutions.
- 2) Good communication skills, persuasive skills, and keeping a level-head are required. The chief pharmacist is consulted when his/her input is required.
- 3) Resource management is reviewed with the chief pharmacist.

V. RESPONSIBILITY FOR CONTACTS

Indicate the types of jobs or persons with which this job typically requires regular contact. Do not include contacts with direct superiors or subordinates. Include face-to-face, telephone and written communications with persons within and outside SEARHC. Indicate frequency of contact with the words frequent or infrequent.

<u>Job or Persons Contacted</u>	<u>Purpose of Contact</u>	<u>Frequency in Normal Duties</u>
Patients	Obtain Rx's/counsel	Frequent
Physicians, PS's, CHA's	Questions/comments	Frequent
Nurses	Questions/comments	Frequent

VI. MANAGEMENT SPAN AND CONTROL

Does this job supervise others? ☐ Yes ☒ No

If so, list the job titles and number of employees reporting to this job. Include direct and indirect reporting relationships.

Position Title

Number of Employees